

Sample End of Year Coaching Report (for a principal)

Goal 3. Inspire

- Speaks with genuine conviction about a higher meaning and purpose of our work

Examples:

- January: Sharing progress on action plans—making growth in all areas. Sharing revealed that you were doing more than you thought.
- You held vision:
 - To ILT (date), “How do we uphold school values for the rest of the year? How can we not get distracted and overwhelmed some of the big changes we have to deal with?”
- Supporting staff to adapt to change: Asking them how they’ve experienced [a big change] and for feedback on the communication around the change.
- You asked ILT to hold space for emotional responses and not allow [the big change] to be an extreme distraction from the school’s work. (date)
- “This year, more than ever, I’ve been thinking about how I lead from behind.” (date)

Goal 4. Navigating Dissonance

- How am I speaking? (Intention is to speak calmly)
- When am I speaking? Too much? Not enough? The battles that have biggest impact?
- When do I speak: Where there’s a lack of communication, for transparency, on decision-making.

Examples:

- Assessment calendar and central office. Your decision: “I don’t want to be the face of this.”
- At the school board meeting you said you felt calm and respectful the whole time.
- On directive coaching with [TEACHER]: “It makes me feel good to take action, I feel like I have courage.” (date)
- You had a hard conversation with [TEACHER] and gave her feedback. You said you felt really clear and noticed how calm you felt. (date)
- Thinking about how you wanted to engage in what you felt like was the politics around [BIG CHANGE], you said you wanted to “have confidence and humility and not be flippant and arrogant.”
- You thought about how you wanted to show up with [BOSS], when to push and when to hold back. You identified (date) that you are speaking up when you feel there’s “a lack of communication and transparency on decision-making.”
- “I’ve been feeling comfortable about speaking my truth.” (date)
- At a principal meeting in [MONTH], you said you lost your cool. (Related to assessment calendar). “The message was good, the emotion wasn’t—everyone knew I was pissed off. I could have done this more calmly.” You felt angry about the central office’s culture of authority.